



# USAID | SOUTH SUDAN

## ANNOUNCEMENT NO: VA-15-01

**OPEN TO:** All qualified South Sudanese National only.  
Current Mission employees serving a probationary period are not eligible to apply.

**POSITION:** Chauffeurs (Multiple Positions)

**OPENING DATE:** Tuesday, October 28, 2014.

**CLOSING DATE:** Tuesday, November 11, 2014 at 4:30 p.m.

**WORK HOURS:** Full-time; 48 hours/week

**POSITION GRADE:** Full performance grade level for this position is: FSN-4. A training grade level, below FSN-4, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Chauffeurs in the Executive Office.

### JOB SUMMARY:

Operates a motor vehicle to transport passengers including VIP visitors. Incumbent receives daily directions from the Mission and is directly supervised by the Motor pool Supervisor or his/her designee. Transport is provided not only from home/office/home but other trips as required.

### BASIC FUNCTIONS:

- Drives U.S. Mission employees, VIP, TDYERS, and provides guide services to VIPS, visitors.
- Maintains h/her vehicle clean and in serviceable condition on a daily basis.
- Maintains trip sheets and other vehicle records as per the requirements.
- Any other duties maybe assigned by the supervisors.

### QUALIFICATIONS REQUIRED:

**EDUCATION (20):** Successful completion of Secondary School required.

**EXPERIENCE (20):** Minimum of 3-5 years of previous experience with an international organization required.

**LANGUAGE (20):** Level III in English and Level IV in local language written and oral are required.

**KNOWLEDGE, SKILLS AND ABILITIES (40):** Must have knowledge of Juba and neighboring States roads. Must have valid driver license applicable to all types and sizes of vehicles. Must have the ability to follow instructions and be reliable in attendance and performance. Must be

able to follow defensive driving techniques. Should have excellent interpersonal skills. Should be polite in conversations with the customer

#### **HOW TO APPLY**

Applicants are required to submit a cover letter of interest and , which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahr@usaid.gov**. OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: <http://www.state.gov/documents/organization/136408.pdf>

The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is Tuesday, November 11, 2014, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

#### **Required Documents:**

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. Application Form DS 174 (to be filled out completely and signed)  
Submission of DS 174 is mandatory.

#### **Note:**

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.
4. In-house candidates must apply through their supervisors.

A strong and clear cover letter expressing reason for interest is required. The successful applicants must be able to obtain and retain the required USG medical and security clearances. (For those who do not have the valid medical and Security clearance). Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is **November 11, 2014 at 16:30 hrs.** Juba, South Sudan time. Please note that only short listed candidates will be contacted for an interview.

**It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.**